

# 31963

## Neighborhood Stabilization Program Rehabilitation Contract

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This Neighborhood Stabilization Program Rehabilitation Contract is between the **City of Long Beach** (hereinafter "City"), and **Elite Allstars DBA Action Services, State License No. 756140**, whose business address is **4227 Pepperwood, Long Beach, CA 90808** (hereinafter "Contractor"), who warrants to be licensed and qualified to perform the work specified herein. This Contract is for the rehabilitation of property located at **154 Mountain View Street #C, Long Beach, CA 90805** (hereinafter "Property"). The current owner of the Property has granted City authority to contract for rehabilitation of the Property on its behalf.

**In consideration of their mutual promises, the parties agree as follows:**

### Part I. Specific Terms

1. **Effective Date.** This Contract shall have no force or effect unless and until executed by City and Contractor, and a copy is delivered to Contractor with a Notice to Proceed date. If an executed copy of this Contract with Notice to Proceed date is not delivered within 30 days, neither City nor Contractor shall be bound by the terms of this Contract. If, however, an executed copy of this Contract with Notice to Proceed date is delivered after that date, and Contractor subsequently performs work on, or delivers materials to the Property, both parties shall be bound by this Contract. Contractor shall not be compensated under this Contract for work commenced, or materials delivered to the Property before the Notice to Proceed date.

2. **The Contract.** This Contract consists only of Part I (Specific Terms), Part II (Standard Terms), and Attachment No. 1 entitled Work Write-up, dated . This Contract shall comply with all Housing Quality Standards of the U.S. Department of Housing and Urban Development, and City of Long Beach housing and building codes, as applicable.

3. **Time For Commencement and Completion.** Contractor agrees to commence, or cause to be commenced, the actual work described in the Work Write-up within 7 calendar days after the Notice to Proceed date. Contractor agrees to complete, free of liens or rights of liens of contractors, mechanics, material suppliers or laborers, all work listed in Attachment No. 1 within **60 calendar days** after the Notice of Completion date, subject to extensions approved by City for the period of any excusable delays (including strikes, acts of God or other reasons beyond the control of Contractor). Contractor agrees that time is of the essence of this Contract.

4. **Contract Price.** Contractor agrees to accomplish work as described in the Work Write-up in accordance with each and every term and condition of this Contract, for a total contract price of **\$16,009.00 Sixteen Thousand and Nine Dollars and 00/100 (\$16,009.00)**.

5. **Progress Payments.** City and Contractor agree that the total contract price shall be paid in progress payments, based upon the value of the work completed at the time the progress payment is requested, and a final payment representing 15% of the total contract amount. Progress payments shall be disbursed at the time and in the amounts specified in the payment schedule after inspection and approval of the work by City. The final payment amount may be reduced, or increased for payments made to Contractor for change orders specified in Part II, Paragraph 3. The final payment shall be disbursed in accordance with Part I, Paragraph 8. Final payment shall be disbursed upon receipt by City of a title report pertaining to the Property indicating that no mechanic's liens have been recorded against the Property in connection with the rehabilitation work performed under this Contract. Said title report will be requested by City on or about the 35<sup>th</sup> day after the recording date of the Notice of Completion unless this day is a Saturday, Sunday or holiday, in which case the title report will be requested on the next business day.

City shall not withhold payment to Contractor except for noncompliance with the terms of this Contract, and shall not request Contractor to perform work outside the scope of this Contract as a condition of receiving payment. Contractor acknowledges that it is a material breach of this Contract to request or accept a progress payment or final payment which is in excess of the price of the work completed at the time such payment is requested.

6. **Liquidated Damages.** City and Contractor agree that it would either be impractical, or extremely difficult to fix actual damages in the event that Contractor fails to complete the described work within the time prescribed by this Contract. In connection therewith, Contractor agrees to pay to City liquidated damages of Fifty Dollars (\$50.00) per day for each calendar day thereafter the work is incomplete beyond the date when completion is required, so long as any such delay is not occasioned by the fault of City, or excused in accordance with Part II, Paragraph 17. City and Contractor further agree that **Fifty Dollars (\$50.00)** per day is a fair and reasonable estimate of such damages, and that said sum is not to be construed in any sense as a penalty. The parties further agree that said Liquidated Damages for delay shall be City's sole and exclusive remedy for such delay.

7. **Warranty.** Contractor warrants that all improvements, materials, hardware, and fixtures of whatever kind or nature to be installed or constructed by Contractor or Contractor's subcontractors, shall be new, of good quality, suitable for their purpose and be free from defects in workmanship, materials, or other deficiencies. This is a full warranty extending to City, the current property owner and subsequent owners of the Property; provided however, that the warranty set forth in this Paragraph shall apply only to deficiencies and defects about which City, the current property owner or subsequent owners shall have notified Contractor at the address stated above within 1 year from the date established by the final acceptance of all work performed under this Contract (Acknowledgement of Satisfactory Completion of Work), except for any longer manufacturer warranties which must be furnished to City. City, the current property owner or subsequent owners shall submit in writing to Contractor, a list of all corrections, which are covered by Contractor's warranty. Contractor shall proceed to make every attempt to

have those corrections completed to the satisfaction of City, the current property owner or subsequent owners.

8. **Payment Schedule.** All payments (except the final payment) have been reduced by the holdback percentage (15%), specified in Part I, Paragraph 5.

Contractor shall be entitled to request:

**\$ 4,535.88**, when Work Write-up items listed in Contractor's invoice totaling **33-1/3%** of the contract price has been completed.

**\$4,535.88**, when Work Write-up items listed in Contractor's invoice totaling **66-2/3%** of the contract price has been completed.

**\$4,535.89**, when all Work Write-up items have been accepted by City as completed.

Additionally:

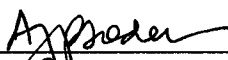

City shall execute a **Notice of Completion** and cause it to be recorded.

Contractor shall provide City with a **Standard Notice of Work Completed and Not Completed** report from a company licensed by the California Structural Pest Control Board. Also, any work not completed by the pest control company, but recommended in the initial pest control inspection report, shall have been completed and certified by Contractor. Contractor shall provide City with the **building permit inspection sign-off**.

Contractor shall submit all manufacturer warranties and guarantees.

**\$2,401.35**, when the legally required time period for filing liens against the property related to the construction work referenced herein has expired, and no liens have been found to exist.

9. **Parties to Contract.** City and Contractor agree that they are the sole parties to this Contract, and are solely responsible for its performance. The parties agree that the United States Department of Housing and Urban Development, and its agents, officers, or employees, do not assume any liability or responsibility whatsoever arising out of this Contract.

  
\_\_\_\_\_  
City of Long Beach  
  
\_\_\_\_\_  
Elite Allstars DBA Action Services - Contractor

1/3/11  
Date  
11-9-2010  
Date

APPROVED AS TO FORM

11-17 2010

ROBERT E. [Signature] Secretary

By [Signature]

[Signature]

**Delivered to Contractor and Notice to Proceed given on \_\_\_\_\_**

## **Part II. Standard Terms**

**Insurance.** Prior to execution of this Contract, Contractor shall procure and maintain the following insurance at the sole expense of Contractor for the duration of this Contract, including any extensions or renewals: A certificate of insurance, showing the Certificate Holder as the "City of Long Beach, 333 West Ocean Blvd., 3<sup>rd</sup> Floor, Long Beach, CA 90802", must be provided to City for approval. The certificate must evidence the following insurance coverage placed with an insurer admitted to write insurance in the State of California, or an authorized non-admitted insurer having a rating of or equivalent to A:VIII by A.M. Best Company:

- (a) Commercial General Liability insurance equivalent in coverage scope to ISO form CG 00 01 11 85 or CG 00 01 10 93 in an amount not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in general aggregate. Such insurance shall not exclude or limit coverage for broad form contractual liability, cross liability protection, independent contractors liability, or products and completed operations liability.
- (b) Automobile Liability insurance equivalent in scope to CA 00 01 06 92 in an amount not less than Five Hundred Thousand Dollars (\$500,000) combined single limit per accident for bodily injury and property damage covering Auto Symbol 1 (Any Auto).
- (c) Professional Liability or Errors and Omissions Liability insurance in an amount not less than Five Hundred Thousand Dollars (\$500,000) per claim covering the services provided pursuant to this Contract.
- (d) Workers' Compensation and Employer's Liability insurance as required by the Labor Code of the State of California and employer's liability insurance in an amount not less than One Million Dollars (\$1,000,000) per accident.
- (e) All applicable endorsements must also be filed with City including, but not limited to, an additional insured endorsement to the general liability policy (equivalent in coverage to ISO form CG 20 10 11 85 or CG 20 26 11 85) naming City, "and its officials, employees and agents" as additional insureds.

Any self-insurance program, self-insured retention or deductible must be approved separately in writing by City's Risk Manager or designee and shall protect City and its officials, employees, and agents in the same manner and to the same extent as they would have been protected had the policy or policies not contained such self-insurance or deductible provisions.

Each insurance required hereunder shall be separately endorsed to provide that coverage shall not be canceled, non-renewed, or materially changed in coverage or limits (other than exhaustion of limits by paid claims) except after thirty (30) days prior written notice to City.

Each insurance policy required hereunder shall also be separately endorsed to provide that coverage shall be primary and not contributing to any other insurance or self-insurance maintained by City, its officials, employees, or agents.

Contractor shall require any subcontractor that Contractor may use in the performance of this Contract to maintain insurance in compliance with the provisions of this section, unless City's Risk Manager or designee otherwise agrees in writing.

**2. Assignment.** Contractor agrees not to assign this Contract without written consent of City.

**3. Change Orders.** Contractor agrees **not** to make any changes or additions to the Work Write-up, or the Specifications, without prior written authorization by City.

**4. Permits and Codes.** Contractor shall perform all work under this Contract in conformance with applicable laws, ordinances, regulations, and orders, whether or not such applicable laws, ordinance, regulations, and orders are specified in this Contract, or the attachments hereto. If any discrepancy is discovered in this Contract in relation to any such law, ordinance, regulation, or order, Contractor shall immediately notify City of the discrepancy. Contractor agrees to secure, and pay for all necessary permits, and licenses required for Contractor's performance of this Contract in compliance with applicable local requirements, including local building and housing codes, where applicable, whether or not specified in the Work Write-up.

**5. Hold Harmless.** Contractor agrees to defend, indemnify, and hold City and its agents, employees and officers harmless from any liability, or claim for damages because of bodily injury, death, property damage, sickness, disease, or loss, and expense arising from this Contract, including without limitation any and all claims brought by the current property owner against City. Each Contractor and subcontractor is acting in the capacity of an independent contractor with respect to City. Contractor further agrees to protect, defend and indemnify City, and its agents, employees, and officers from any claims by laborers, subcontractors, or material suppliers for unpaid work, or labor performed, or materials supplied in connection with this Contract.

**6. Eligibility.** Contractor represents that it is not listed on the Disbarred and Suspended Contractor's List of The United States Department of Housing and Urban Development, or City, and Contractor further agrees not to hire or utilize as a subcontractor or supplier any person or firm that is so listed.

**7. Condition of Property.** Contractor agrees to keep the Property broom clean, and orderly, and to remove all debris as needed during the course of the work, and upon completion of the work, in order to maintain work conditions which do not cause health or safety hazards.

**8. Lead Based Paint.** Contractor agrees to use **No Lead Based** Paint in Contractor's performance of this Contract, including the performance of any subcontractor. "**Lead Based Paint**" means any paint containing more than six one-hundredths of one percent lead by weight (calculated as lead metal), in the total nonvolatile content of the paint, or the equivalent measure of lead in the dried film of paint already applied.

**9. Termination.** Contractor agrees that City shall have the right to declare Contractor in default if Contractor fails to furnish materials, or perform work in accordance with the provisions of this Contract. In such event City shall be responsible for providing written notice to Contractor by registered mail of such default. If Contractor fails to remedy such default within 15 days of mailing such notice, City shall have the right to select one or more substitute contractors who meet the requirements of this Contract, to finish the work. If the expense of finishing the work exceeds the balance not yet paid to Contractor on this Contract, Contractor shall pay the difference to City within 10 days after City mails by registered mail, a written request for payment to Contractor. If the expense of finishing the work does not exceed the balance not yet paid to Contractor, City shall pay the difference to Contractor within 30 days after satisfactory completion of all work by the substitute contractor. City may use all, or any portion of the unpaid balance not yet paid to Contractor, to compensate substitute contractors selected pursuant to this Paragraph, and Contractor shall have no right to object to this determination by City.

**10. Inspection.** The United States Government, City, and their designees shall have the right to inspect all work performed under this Contract. Contractor will take all steps necessary to assure that the Government, City, or their designees are permitted to examine and inspect the Property, and all contracts, materials, equipment, payrolls, and conditions of employment pertaining to the work, including all relevant data and records. By such inspection, the United States Government, and City, assume no responsibility for defective material, or work under this Contract, or to either party for any breach of this Contract by the other. However, City may determine whether or not work by Contractor on the project is in compliance with plans, and specifications. City may stop the work of Contractor if necessary to prevent improper execution, and may determine the amount, quality, and fitness of the several kinds of work, and materials. City may reject all work and materials, which do not conform to the requirements of this Contract. City and Contractor shall make every effort to resolve disagreements. In cases that cannot be resolved between City and Contractor, the disagreement shall be resolved pursuant to the provisions of Part II, Paragraph 18.

**11. Interest of Federal or City Personnel.** Contractor agrees that none of the following shall have any interest or benefit, direct or indirect, in this Contract:

- a. Any officer or employee of City who exercises any function or responsibility in connection with administration of the Neighborhood Stabilization Program, or any member of the governing body of City.
- b. Any member of the governing body of the locality (as defined by 24 CFR 510.4(m)).
- c. Any member of, or delegate to, the Congress of the United States.
- d. Any Resident Commissioner.
- e. Any person employed by the United States Department of Housing and Urban Development at a grade level of GS-9 or above.

**12. Equal Opportunity.** Contractor agrees to abide by all Federal, State or local laws and regulations relative to equal opportunity to all persons, without discrimination as to race, color, creed, religion, national origin, sex, marital status, disability or discrimination as to the receipt of any form of public assistance. On agreements of \$10,000.00 or more, Contractor agrees to abide by the following provisions of Executive Order 11246, and agrees to incorporate such language in all contracts for \$10,000.00 or more, which it may enter into in connection with this Contract. During the performance of this Contract, Contractor agrees as follows:

- a. Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Contractor agrees to post in conspicuous place, available to employees and applicants for employment, notices to be provided by the municipality setting forth the provisions of this nondiscrimination clause.
- b. Contractor will in all solicitation or advertisements for employees placed, or on behalf of Contractor, state that all qualified applicants will receive consideration for employment without regard to their race, color religion, sex or national origin.
- c. Contractor will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract, or understanding, a notice to be provided, advising the said labor union or workers' representative of Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.



d. Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations and relevant orders of the Secretary of Labor.

e. Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or the Secretary of Housing and Urban Development, or pursuant thereto, and will permit access to its books, records and accounts by the Secretary of Housing and Urban Development or designee, and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, relations and orders.

f. In the event of Contractor's noncompliance with the nondiscrimination clauses of this Contract, or with any of the said rules, regulations or orders, this Contract may be cancelled, terminated, or suspended in whole or in part, and Contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed, and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation or order of the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.

g. Contractor will include the portion of the sentence immediately preceding Paragraph a, and the provisions of Paragraphs a through g, in every subcontract or purchase order unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. Contractor will take such action with respect to any subcontract or purchase order as City or the Secretary of Housing and Urban Development may direct as a means of enforcing such provisions, including sanctions for noncompliance; provided, however, that in the litigation with a subcontractor or vendor as a result of such direction by City or the Secretary of Housing and Urban Development, Contractor may request the United States to enter into such litigation to protect the interest of the Secretary of Housing and Urban Development of the United States.

**13. Other Contractors.** During the time for performance of work under this Contract, City shall not cause other contractors or workers on the portion of the Property where work is to be performed by Contractor without the permission of Contractor, except for workers performing routine property maintenance services. This restriction shall not apply if Contractor is in default under this Contract. Contractor acknowledges that City is not the current owner of the Property and cannot prohibit the current property owner from causing other contractors or workers to work on the Property.

**14. Cooperation of City and Current Owner.** While this Contract is in force, City shall require the current Property owner to permit Contractor to use existing utilities such as light, heat, power and water to carry out and complete the work. City shall require the current Property owner to cooperate with Contractor to facilitate Contractor's performance of the work, which includes the removal and replacement of rugs, draperies, coverings, furniture, etc., as necessary.

**15. Work Write-up, Specifications, and Drawings.** Contractor has carefully compared and studied the Work Write-up, rehabilitation specifications, and drawings. Any part of the work, or any item not specifically set forth in the Work Write-up or drawings, but which is necessary for the proper completion of the work, and which is not specifically excluded from this Contract, shall be supplied and set in place at the expense of Contractor as though it had been shown on the drawing, or mentioned in the Work Write-up.

**16. Materials and Workmanship.** Except as otherwise noted, Contractor shall provide and pay for all materials, labor, tools and other items necessary to complete the work. Unless otherwise specified, all materials shall be new, and both workmanship and materials shall be of good quality.

**17. Extension of Time of Completion.** The time of completion of this Contract shall be extended by the number of calendar day which Contractor and subcontractor are prevented from performing work as a result of:

- a. Inclement weather.
- b. The unavailability of workers, or materials because of labor disputes.

City shall be informed, in writing, by Contractor as soon as possible of any suspension or delay of work.

**18. Disputes to be Determined by Binding Arbitration.** In the event that any dispute(s) between Contractor and City arises out of, or in connection with, provisions of this Contract, either one, or both, shall submit in writing the fact and nature of such dispute(s) to the other party. Within thirty (30) days of such notice, Contractor and City shall either resolve the dispute, or shall seek a resolution of the dispute(s) pursuant to binding arbitration pursuant to Title 9 of the California Code of Civil Procedure. The arbitration shall be conducted by an office of the American Arbitration Association located within the County of Los Angeles. Contractor and City agree that the arbitration decision shall be binding in any court of competent jurisdiction, and the losing party in the arbitration shall pay the cost of the arbitration and the prevailing party's attorneys' fee, and other reasonable expenses.

**Attachment No. 1** Schedule of Work - Work Specification dated July 23, 2010



**HOUSE ESTIMATE- 154 MOUNTAIN VIEW AVENUE**

% complete	Payment	Init.	% complete	Payment	Init.	Paid to date	Balance Due	Ret. 15%
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**EXTERIOR:**

(1) **Priority Code A:** Water blast and clean existing stucco and siding.

\$960.00	0%	\$0	0%	\$0	\$0	\$ -	\$ -
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(2) **Priority Code A:** Remove existing deteriorated and damaged Sliding Glass Door. Provide and install new 8'-0" x 6'-8" Aluminum Sliding Glass Door System. Stucco patch as necessary.

\$2,500.00	0%	\$0	0%	\$0	\$0	\$ -	\$ -
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(3) **Priority Code A:** Provide and install new screens at windows.

\$770.00	0%	\$0	0%	\$0	\$0	\$ -	\$ -
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(4) **Priority Code A:** Repair, clean primer, and paint all exterior eaves, fascia, window trim, wall surfaces, metal roof edge and gutter using Lead Safe Work Practices.

\$2,900.00	0%	\$0	0%	\$0	\$0	\$ -	\$ -
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(5) **Priority Code A:** Existing AC Disconnect is needs to be installed as per code.

\$420.00	0%	\$0	0%	\$0	\$0	#REF!	#REF!
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**INTERIOR (FIRST FLOOR):**

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**HOUSE ESTIMATE- 154 MOUNTAIN VIEW AVENUE**  
**POWDER ROOM:**

(13) **Priority Code A:** Provide and install new baseshoe molding at floor to wall transition.

**KITCHEN:**

(8) **Priority Code A:** Provide and install new baseshoe at cabinet to wall and floor to wall transition.

(9) **Priority Code A:** Provide and install new stainless steel dbl sink and faucet. Includes plumbing hook-up.

**GARAGE:**

(11) **Priority Code A:** Provide and install new GFCI Outlet in Garage at washer location.

**INTERIOR (SECOND FLOOR):**

	% complete	Payment	Int.	% complete	Payment	Int.	Paid to date	Balance Due	Ret. 15%
\$300.00	0%	\$0		0%	\$0		\$0	\$ -	\$ -
\$400.00	0%	\$0		0%	\$0		\$0	\$ -	\$ -
\$780.00	0%	\$0		0%	\$0		\$0	\$ -	\$ -
\$160.00	0%	\$0		0%	\$0		\$0	#REF!	#REF!

**HOUSE ESTIMATE- 154 MOUNTAIN VIEW AVENUE  
NORTH BATHROOM:**

(19) **Priority Code A:** Remove and replace damaged wall mounted medicine cabinet.

(19) **Priority Code A:** Remove and replace damaged toilet seat.

(19) **Priority Code A:** Remove and replace deteriorated and damaged shower / tub glass enclosure.

(19) **Priority Code A:** Remove and replace deteriorated and damaged shower/tub valve, spout, shower head and overflow drain.

(6) **Priority Code A:** Provide and install new baseshoe at cabinet to wall and floor to wall transition.

**HALL:**

(20) **Priority Code A:** Rework / Adjust Bi-Fold Closet Doors in Hall.

	% complete	Payment	Init.	% complete	Payment	Init.	Paid to date	Balance Due	Ret. 15%
\$65.00	0%	\$0		0%	\$0		\$0	\$ -	\$ -
\$65.00	0%	\$0		0%	\$0		\$0	#REF!	#REF!
\$1,030.00	0%	\$0		0%	\$0		\$0	#REF!	#REF!
\$890.00	0%	\$0		0%	\$0		\$0	#REF!	#REF!
\$560.00	0%	\$0		0%	\$0		\$0	\$ -	\$ -
\$89.00	0%	\$0		0%	\$0		\$0	\$ -	\$ -

**HOUSE ESTIMATE- 154 MOUNTAIN VIEW AVENUE**

**MIDDLE BEDROOM:**

(21) **Priority Code A:** Repair latching hardware on Pair of Closet Doors.

\$800.00

**MASTER BATHROOM:**

(22) **Priority Code A:** ~~Remove and replace~~ Rehanging Bi-Fold Closet Doors.

\$890.00

(22) **Priority Code A:** Remove and replace deteriorated and damaged shower / tub valve, spout, shower head and overflow.

(22) **Priority Code A:** Remove and replace damaged medicine cabinet.

\$65.00

**GENERAL CONSTRUCTION ITEMS:**

(22) **Priority Code A:** ~~Remove and replace~~ damaged smoke detectors as per code.

(22) **Priority Code A:** Provide and install door stops.

\$180.00

	% complete	Payment	int.	% complete	Payment	int.	Paid to date	Balance Due	Ret. 15%
	0%	\$0		0%	\$0		\$0	\$ -	\$ -
	0%	\$0		0%	\$0		\$0	\$ -	\$ -
	0%	\$0		0%	\$0		\$0	#REF!	#REF!
	0%	\$0		0%	\$0		\$0	#REF!	#REF!
	0%	\$0		0%	\$0		\$0	\$ -	\$ -
	0%	\$0		0%	\$0		\$0	\$ -	\$ -

**HOUSE ESTIMATE- 154 MOUNTAIN VIEW AVENUE**

(22) **Priority Code A:** Provide necessary Permits for entire job.

**PROJECT TOTAL** \$14,784.00

	% complete	Payment	Init.	% complete	Payment	Init.	Paid to date	Balance Due	Ret. 15%
\$960.00	0%	\$0		0%	\$0		\$0	\$ -	\$ -
\$14,784.00	0%	\$0		0%	\$0		\$0		
								#REF!	#REF!